

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Applicants must have applied for and passed the **Fiscal Administrative Officer** examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Location:** Business Office, Wallingford

**Job Posting No:** 023310

**Hours:** Full Time, First Shift, Monday – Friday, 8:00 AM – 4:30 PM

**Salary Range:** \$62,411 - \$80,682 (New State employees are hired at the beginning of the range)

**Closing Date:** February 3, 2014

**Examples of Duties:** This position located in DDS South Region's Wallingford Regional Office, performs the full range of professional level work in fiscal and administrative activities for DDS South and West Regions as well as Southbury Training School. Duties include: Responsible for the Asset Management function for 388 locations including physical inventory, reporting, asset acquisition, allocation and disposal; asset valuation and depreciation. Also oversees the reporting of missing assets. Independently develops the annual CO-59 Asset reporting form for the three regions. Responsible for the management of the property distribution, and public surplus auction web-site for the three regions. This function includes processing Purchase responsibility for the purchase and payment of equipment and controllable assets, as well as medical supplies. Supervises the Accounts Payable Division and ensures correct and timely payments to vendors for the three regions.

**Other Duties** Maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; reviews various contracts, financial documents and financial reports to ensure compliance with grant and fund requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids and recommending contract awards; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:**

<b>Special Qualification and Job Requirements</b>	Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration;
<b>Knowledge, Skills And Ability</b>	knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

**Experience & Training:** **General Experience:** Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing, or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Preferred Experience:** Preference will be given to applicants with demonstrated Core-CT Financials and EPM Reporting; Microsoft Suite – Excel, Word, Access, PowerPoint, Outlook; QuickBooks and other financial accounting systems experience.

**Special Requirements:**

1. Candidate must possess and retain a valid driver's license.
2. Candidate will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

Send application materials to:  
Department of Developmental Services - South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter  
Phone: 203-294-5122 Fax: 860-920-3035

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.